

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

June 12, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking South Carolina Commission on Higher Education Office space in Richland or Lexington County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4 p.m., July 10, 2019.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,

Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
OFFICE SPACE IN RICHLAND AND LEXINGTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – South Carolina Commission on Higher Education

- Location: Richland and Lexington County
- Expected occupancy date: June 30, 2020
- Total space needed is approximately 14,700 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
- Personnel Areas:
 - Five (5) executive offices of approximately 180 square feet each
 - Eight (8) private offices of approximately 120 square feet each
 - Thirty-nine (39) cubicles of approximately 48 square feet each to be provided by Landlord
 - Eight (8) small workstations of approximately 25 square feet each to be provided by Landlord
- Standard Support Areas:
 - One (1) large suite reception area of approximately 400 square feet
 - One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 approximately square feet
 - One (1) large break room to accommodate seating 20 people at a time of approximately 400 square feet
 - Four (4) print alcoves of approximately 40 square feet each
 - One (1) large storage room of approximately 200 square feet
 - One (1) copy/print/supply room of 120 approximately square feet
 - One (1) copy/print/mail/supply room of approximately 200 square feet
 - One (1) IT closet of approximately 40 square feet for wall mounted racks with separate HVAC or separate thermostat control and backup power with a door that is secured with a lock
 - One (1) LAN/computer room of approximately 100 square feet with floor mounted racks, with separate HVAC or separate thermostat control and backup power with a door that is secured with a lock



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- Two (2) storage closets no shelving of approximately 50 square feet each
- Three (3) small storage rooms of approximately 120 square feet each
- One medium storage room of approximately 180 square feet
- Three (3) large storage rooms of approximately 250 square feet each
- One (1) large conference room seating for 10-12 people of approximately 350 square feet
- Three (3) medium conference rooms seating for 6-8 people of approximately 250 square feet each
- Five (5) small conference rooms seating for 2-4 people of approximately 120 square feet each
- Two (2) focus rooms of approximately 50 square feet each
- Open area for file cabinets of approximately 180 square feet
- Two (2) work rooms open room with work surface and storage of approximately 120 square feet each
- Special Use Spaces
 - One (1) public hearing room to accommodate up to 100 people at one time of approximately 1200 square feet
 - One training room of approximately 950 square feet
- Prefer to be located within five miles of downtown Columbia area
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. For CHE and PASCAL, internet access through DTO's state Metro-Net connection. For PASCAL, a separate Network Switch, provided by DTO, located in a secure location and accessible to PASCAL staff. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 120 parking spaces are desired or nearby availability of parking for twice monthly meetings with 60 guests in attendance. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for at least 5, 7, and 10-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. HVAC service may occasionally be needed on weekends.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or
can be provided upon request.
- Property must be barrier free, hazard free and smoke free.



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- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4 p.m., July 10, 2019**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Commission on Higher Education. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-0592
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